



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND  
FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO  
AFLG-PR ATTENTION OF

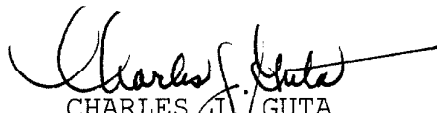
29 February 2000

MEMORANDUM FOR ALL FORSCOM DOCS

SUBJECT: Contracting Information Letter (CIL) 00-16

1. This CIL contains information on the following subjects:
  - a. Central Contractor Registration (CCR) Web Address Change
  - b. Change to Part 15, Subpart 15-2, Solicitation and Receipt of Proposals and Information.
2. Central Contractor Registration (CCR) Web Address Change.  
The web address for CCR in subpart 204.7303(a)(2) is out of date. The correct web address for CCR is <http://www.ccr2000.com>. The toll-free telephone number has also changed - it should be 1-888-227-2423. The commercial and DSN numbers are correct.
3. Change to Part 15, Subpart 15-2, Solicitation and Receipt of Proposals and Information. CIL 99-25, 21 May 1999, added page 15-2 to the FFARS. The revision to the page included at the enclosure is necessary to provide the Headquarters review time for DRFPs. For additional information, please call Ms. Gail Burrell at DSN 367-6787 or [burrellg@forscom.army.mil](mailto:burrellg@forscom.army.mil).

Encl  
as

  
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Colonel, AC

Chief, Contracting Division, DCSLOG  
Principal Assistant Responsible  
for Contracting

**PART 15 - CONTRACTING BY NEGOTIATION****SUBPART 15.2 - SOLICITATION AND RECEIPT OF PROPOSALS AND INFORMATION****15.201 Exchange with Industry before receipt of proposals.**

(100) Contracting officers shall, as a minimum, issue draft requests for proposals (DRFPs) for all new or substantially reconfigured competitively negotiated acquisitions involving first time Commercial Activities studies, regional/master contracts that exceed \$1,000,000 and commercial item acquisitions expected to exceed \$5,000,000 (including all options). The PARC may waive the requirement for a DRFP upon written determination that the expected benefits will not be realized given the nature of the supply or service being acquired. The DRFP will not be waived because of poor or inadequate planning.

(101) DRFPs should encourage comments from potential offerors on all aspects of the draft solicitation, including the requirements, schedules, proposal instructions, and evaluation approaches. Potential offerors should be specifically requested to identify commercial practices and unnecessary or inefficient requirements.

(102) Contracting officers shall plan the acquisition schedule to include adequate time for issuance of the DRFP, potential offeror review and comment and government evaluation and disposition of the comments. Strive, where feasible, to provide the draft PWS and all available workload exhibits for comment when time constraints do not allow for issuance of a complete solicitation draft.

(103) When issuing DRFPs, potential offerors should be advised that the DRFP is not a solicitation and the government is not requesting proposals.

(104) Whenever feasible, contracting officers should include a summary of the disposition of significant DRFP comments with the final RFP.

(105) Draft solicitations shall be submitted in three copies for review and approval concurrent with issuance to industry. Headquarters review time for DRFPs is fifteen (15) working days.